#### Introduction

This document gives you step-by-step instructions for discontinuing receipt of Notices of Electronic Filing (NEFs), for adding a secondary e-mail address to your cases, and for adding a secondary e-mail for a specific case.

The clerk's office suggests that you add at least one secondary email address to all of your cases. The secondary e-mail addressee will receive *Notices of Electronic Filing (NEFs)* for every document filed in your cases and will also receive a free look – within the 15-day window – at the documents via the hyperlink in the e-mail NEF.

Note: You may add more than one additional secondary e-mail addressee. All secondary e-mail addressees will receive NEFs, but only one of the additional addressees will receive a free look. The addressee to receive the free look will be whoever clicks on the document hyperlink first.

### Notice to Discontinue NEFs

If you wish to discontinue receiving NEFs for cases in which the party you represent is no longer an active participant, then you would need to file a *Notice to Discontinue NEFs*.

Once the *Notice to Discontinue NEFs*, is filed, the clerk's office will terminate your receipt of the NEF in that particular case. If you, as the primary e-mail addressee is not receiving NEFs, nor will any secondary e-mail addressees receive NEFs.

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Instructions for Adding a Secondary Email Address To add a secondary email address to receive NEFs in **all** of your cases, take the following steps:

Step	Action		
1	Log into CM/ECF for filing using your court issued EDVA ECF		
	login and password.		
2	Click on <i>Utilities</i> on the blue menu bar.		
3	Click on Maintain Your Email link.		
4	Click on the add new e-mail address link on the left of the screen.		
5	Type in the secondary e-mail address in the white box on the right		
	of the screen.		
	Email Information for testaty		
	Registered e-mail addresses Configuration options		
	Primary e-mail address:		
	testaty@attylawfirm.com		
	Secondary e-mail addresses:		
	add new e-mail address		
	Submit all changes Clear		
6	Select a radio button for each of the configuration option		
	questions that appear.		
	• Select the <i>Yes</i> radio button for the question "Should this e-mail		
	address receive notice for all cases in which this individual is a		
	participant?"		
	Email Information for testaty		
	Registered e-mail addresses     Configuration options       Primary e-mail address:     asst@atty/awfirm.com		
	testaty@attylawfirm.com  Should this e-mail address receive notices? ⊙ Yes ○ No		
	Secondary e-mail addresses: asst@attylawfirm.com  How should notices be sent to this e-mail address? ⊙ Per Filing ○ Summary Report		
	add new e-mail address  In what format should notices be sent to this e-mail address? ⊙ HTML ○ Text		
	Return to Person Information Screen  Clear  Should this e-mail address receive general announcement notices from this court? • Yes • No		
	Should this e-mail address receive notice for all cases in which this individual is a participant?    Yes   No		
	Show all cases for this e-mail address (Copy case lists from here)		
	Nate: See page 6 for an explanation of each configuration option		

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### **Instructions for Adding a Secondary Email Address** (continued)

Step	Action
7	Click on the <i>Submit all changes</i> button on the left of the screen.
	<i>Note:</i> You may need to click additional <i>Submit</i> buttons to apply this change to all of your cases.

Instructions for Adding a Secondary Email Address for a Specific Case To add a secondary e-mail address to receive NEFs for a specific case, take the following steps:

Step	Action
1	Log into CM/ECF for filing using your court issued EDVA ECF
	login and password.
2	Click <i>Utilities</i> on the blue menu bar.
3	Click Maintain Your Email link.
4	Click the <i>add new e-mail address</i> link on the left of the screen.

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### Instructions for Adding a Secondary E-mail Address for a Specific Case (continued)

Step	Action	
5	Type in the secondary e-mail address in the white box on the right	
	of the screen.	
6	<ul> <li>Select a radio button for each of the configuration questions that appear.</li> <li>Select the radio button <i>No</i> for the last question "Should this email address receive notice for all cases in which this individual is a participant?" (This question only appears for secondary e-</li> </ul>	
	mail addresses.)	
	Email Information for testaty	
	Registered e-mail addresses Configuration options	
	Primary e-mail address:     asst@attylawfirm.com       testaty@attylawfirm.com     Should this e-mail address receive notices? ⊙ Yes ○ No	
	asst@attylawfirm.com add new e-mail address? ⊙ Per Filing ⊙ Summary Report  In what format should notices be sent to this e-mail address? ⊙ HTML ○ Text	
	Clear  Should this e-mail address receive general announcement notices from this court?    Yes    No  Should this e-mail address receive notice for all cases in which this individual is a participant?    Yes    No	
	Show all cases for this e-mail address (Copy case litts from here)	
<b>Note:</b> See page 6 for an explanation of each configuration of If the attorney is associated with cases, those cases will automatically populate the per filing method or summary remethod for noticing depending on the answer to the configuration chosen as shown above.  **Case-specific options**		
	These cases will send notice per filing, (default method)  1:98-cv-00030-LMB-BRP Developers Surety and Indemnity Company v. Kerns Masonry, Inc. et al (Closed on 04/16/2004) - Representing 1:98-cv-01003-TCB Wright v. Wright-Bowyer (Closed on 05/27/2005) - Representing J. U Wright, Ill, Linda U Wright-Bowyer 1:01-cr-00999-1 USA v. Keller - Representing Ellen Keller 1:03-cv-00001-JCC Deacon et al v. Greencity - Representing Geoff Deacon, Kevin Montgomerie 1:03-cv-00555 MacDonald et al - Representing Farmer MacDonald, Mildred Cow 1:03-cv-00892-TSE-TRJ Wright v. Wright-Bowyer - Representing Linda U Wright-Bowyer 1:03-cv-00896-LMB-BRP Wright v. Wright - Representing J. U Wright, Ill 1:03-cv-00897-CMH-BRP Wright v. Wright bowyer - Representing Linda U Wright-Bowyer Representing Lind	
	Tremore science cases Undrige science cases to notice as a summary report	

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Instructions for Adding a Secondary E-mail Address for a Specific Case (continued)

Step	A	ction		
7	Remove all the cases in the list except for the case in which the second e-mail addressee is to receive NEFs by selecting those cases. To select the cases click on the one case and then press and hold the "Ctrl" butto on your keyboard while selecting all of the cases that you want to remove. Once all the cases have been highlighted, click the <i>Remove selected cases</i> button.			
	Add additional cases for noticing			
	These cases will send notice per filling. (default method)	Kerns Maconny, Inc. et al. (Closed on 04/16/2004) - Representing		
	1:98-cv-00030-LMB-BRP Developers Surety and Indemnity Company v 1:98-cv-01003-TCB Wright v. Wright-Bowyer (Closed on 05/27/2005) - I 1:01-cr-00999-1 USA v. Keller - Representing Ellen Keller			
	1:03-cv-00001-JCC Deacon et al v. Greencity - Representing Geoff Dea 1:03-cv-00555 MacDonald et al - Representing Farmer MacDonald, Mil	dred Cow		
	1:03-cv-00892-TSE-TRJ Wright v. Wright-Bowyer - Representing Linda 1:03-cv-00896-LMB-BRP Wright v. Wright - Representing J. U Wright, 1:03-cv-00897-CMH-BRP Wright v. Wright-Bowyer - Representing Linds	U Wright-Bowyer III a II Wright-Bowyer		
	Remove selected cases Change selected case	es to notice as a summary report		
		list, then type in the case number in		
		s not associated with the primary e-		
	mail addressee:			
	If you typed the case	Then		
	number			
	To include the divisional office number and two letter	• Click the <i>Find This Case</i> button.		
	case type designation (i.e.,			
	1:08-cv-113)	• Click the <i>Add case(s)</i> button.		
	Without the divisional office	• Click the <i>Find This Case</i>		
	number and two letter case	button.		
	type designation (i.e., 08-113)	• Click the white box next to the		
		case number you want.		
		• Click the <i>Add case</i> ( <i>s</i> ) button.		
	<i>Note:</i> The case number/name appears in the first box titled <i>These cases</i>			
	1 0 0	nge the receipt of notices to a summary		
	report, click on the case number/na			
	Change selected cases to notice as			
		e and then click the <i>Remove selected</i>		
	cases button.			

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**Instructions for Adding a Secondary E-mail Address for a Specific Case** (continued)

Step	Action	
8	Click the Submit all changes button.	

### Configuration Options for E-Mail Addresses

The following chart explains the configuration options for E-Mail addresses:

Option	Description
Should this e-mail	For the primary e-mail address, the default is <b>Yes</b> .
address receive	It is not recommended that you change this
notices?	response to <b>No</b> . If you change this response to <i>No</i> ,
	then the primary e-mail address will <b>not</b> receive
	notices of electronic filing (NEFs).
How should notices	Sets the default delivery method for notices sent to
be sent to this e-mail	this address. If <b>Per Filing</b> , an e-mail will be sent
address?	for each individual NEF. If <b>Summary Report</b> ,
	one daily summary email notice that lists all the
	filings for that day will be sent; if this option is
	selected, an additional option is added to the
	screen: Should this e-mail address receive a "no
	activity" notice when no summary noticing occurs?
	If <b>Yes</b> , the Daily Summary Report email will
	include the message "no transactions found for this
	time period" when no activity occurs in the cases
	for which the user is configured to receive
	summary notices. If <b>No</b> , then no email will be
	generated when there is no activity in the cases.

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### **Configuration Options for E-Mail Addresses** (continued)

Option	Description
In what format should	Controls the format of the e-mails – either HTML
notices be sent to this	or Text.
e-mail address?	
Should this e-mail	If <b>No</b> , the user will not receive general court
address receive	announcement e-mail message unless the court
general	overrides the user's preference (e.g., the message is
announcement notices	urgent and must be sent to all users).
from this court?	
Show all cases for	Displays a list of all of the cases for which the user
this e-mail address	is configured to receive NEFs.
button.	
Should this e-mail	This question only appears for secondary e-mail
address receive notice	addresses. If <i>Yes</i> is selected, the secondary e-mail
for all cases in which	addressee will receive NEFs for all of the cases in
this individual is a	which the primary e-mail addressee is a participant.
participant.	If <i>No</i> is selected, the secondary e-mail addressee
	will receive NEFs for only those cases that are
	selected.